Vendor Search

To launch the the AP Search tool, click on the Binoculars icon on the main application toolbar, or click on the Vendors option within the Accounts Payable module.

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In the example below we have selected to search for an AP Bill for a certain amount. If a Vendor record is located with this criteria, it will be listed in the search results. Double-clicking on the Vendor record within the search results grid will open the Vendor Explorer.

In the Search For field, you make select a different method for locating a Vendor record.

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